

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1110.101

1/29/85

SUBJ: CIVIL AVIATION SECURITY INFORMATION SYSTEM STEERING COMMITTEE

1. PURPOSE. This order prescribes the composition and functions of the Civil Aviation Security Information System (CASIS) Steering Committee.

2. DISTRIBUTION. This order is distributed to the division level in Washington, regions, and centers.

3. BACKGROUND. CASIS is an information subsystem of the Aviation Safety Analysis System (ASAS) and is designed to collect data at the field, regional, and national levels. The system has been designed to provide optimum availability of the data believed to be needed with appropriately established access controls. It is recognized, however, that many problems may be encountered in the operation of the system, and that it is imperative that a viable procedure be established to ensure the system is revised and improved as necessary to meet the needs of civil aviation security. The CASIS Steering Committee is intended to help meet these needs.

4. COMPOSITION. The committee shall be composed of the ASAS Assistant Program Manager (APM) for the Office of Civil Aviation Security, and civil aviation security division (CASD) representatives from five regions and one center. Membership on the committee shall be for 1 year and shall rotate between regions and centers as determined by the ACS APM. CASD managers should advise the ACS APM of the name of their designated CASIS representative. The chairperson shall be selected by the Director of Civil Aviation Security for 1 year.

5. FUNCTIONS: The Committee:

a. Serves as an advisory body to the Director of Civil Aviation Security on matters relating to the CASIS.

b. Determines civil aviation security data requirements to meet the needs of both the headquarters and field.

c. Determines system enhancements or modifications including data additions or deletions, code systems, data access controls, security measures, and other specialized system requirements.

d. Determines needs for potential expansion of the system to include direct input and data retrieval.

e. Coordinate activities with regions/centers not represented on the committee.

f. Determines requirements, guidelines, and responsibilities for quality control as well as for data retrieval requests and release.

g. Develops a system evaluation plan and conducts periodic system evaluations.

6. OPERATING INSTRUCTIONS.

a. Members shall meet at the call of the chairperson.

b. The chairperson shall be responsible for the following:

(1) Presiding over all committee meetings.

(2) Providing written notice of meetings to all committee members in advance.

(3) Ensuring that complete and accurate minutes of all meetings are kept and distributed to committee members and region/center civil aviation security division managers.

(4) Coordinating requirements for unscheduled meetings with appropriate levels of management for approval and notification of committee members.

(5) Developing and distributing agenda items for meetings to committee members in advance of meetings.

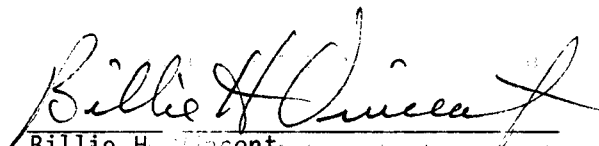
(6) Appointing committee members to membership on subcommittees, small working groups or task forces formed for the purpose of conducting specific studies, resolving problems, and carrying out such other committee activities as may be appropriate and necessary.

(7) Appointing an acting committee chairperson to serve during temporary absence.

(8) Publishing and disseminating technical papers provided by committee members and other civil aviation security personnel.

c. Committee recommendations shall be submitted to the Director of Civil Aviation Security for consideration and subsequent referral to the ASAS Program Office.

7. MEETINGS. Meetings of 3-day duration shall be held at least twice a year and should be budgeted for by regions.


Billie H. Vincent
Director of Civil Aviation Security